

**MIDWEST AREA
STANDARD OPERATING PROCEDURES
MANUAL**

PROPERTY

Created by:
Program Administrative Support Task Group
Updated September 2004

PROPERTY

Identification

Clearly label all equipment as property of USDA-ARS. This is particularly important at university locations to distinguish state-owned from federally-owned property. This property belongs to the United States Department of Agriculture. Removal of this property is a federal offense. Property purchased for \$5000 and above should be assigned a label with an AG number.

Excess Property Forms

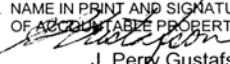
Each location may be different in reporting excess property. Some Administrative Offices are still using Form SF-120 (attached) and some are automated and on-line with NFC and do not use the form. Whatever method is used, excess property is to be reported to the Administrative Office. Once the property is reported, it will be declared excess; then it is involved in the excess property system waiting for proper disposal and will come off that person's inventory list through NFC. Also attached are Forms AD-112, Report of Unserviceable, Lost, or Damaged Property, and AD-107, Report of Transfer or Other Disposition or Construction of Property, which are handled in the same manner.

If you want to request property from the excess property system a SF-122, Transfer Order Excess Personal Property, must be completed and forwarded to your LAO.

United States Department of Agriculture		Report No.	
Report of Transfer or Other Disposition or Construction of Property		Date 3/26/2004	
1. Type of Transaction (Report each type separately) <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Sale <input type="checkbox"/> Trade In <input type="checkbox"/> Donation <input type="checkbox"/> Construction <input type="checkbox"/> Rehab <input type="checkbox"/> As-Is		2. Authorization Reference	
		3. Proceeds Received \$	
4. Reporting Agency USDA-ARS-MWA		5. Receiving Agency (Or Name of Purchaser or Donee) USDA-ARS-MWA	
A. Organizational Unit Plant Genetics Research Unit		A. Organizational Unit (Or Address of Purchaser) Plant Genetics Research Unit	
B. Location Curtis Hall-UMC, Columbia, MO 65211		B. Location Curtis Hall-UMC, Columbia, MO 65211	
C. Signature		C. Signature	
D. Title Dr. Ed Coe, Research Geneticist Plants		D. Title Dr. Michael McMullen, Res Geneticist Plants	E. Date
6. Property Items			
Quantity (Or Prop. No.)	Item Description (Give Full Details Including Serial Numbers, If Any, and Condition Code)	Inventory Value	
AG0002405273	Ford Tractor, Model 5640, S/N BD30062, Acquired 9/29/93, Acq. Cost \$18,694.62	18,694.62	
AG0002188408	Massey-Ferguson Farm Tractor, Model 135, S/N 9A53173, Acquired 11/1/74, Acq. Cost \$2,682.00	2,682.00	

Certifications of Property and Fiscal Officers

7. Property Officer: This transaction is completed and the necessary entries have been made to adjust the property records proceeds, if any, are to be deposited to:		8. Fiscal Officer	
		A. <input type="checkbox"/> The sum indicated below has been received in payment for the property disposed of. B. <input type="checkbox"/> The necessary entries have been made to adjust the accounting records.	
		Amount	Schedule No.
Signature	Date	Signature	Date

U.S. DEPARTMENT OF AGRICULTURE		PROPERTY REPORT NO.	DATE
REPORT OF UNSERVICEABLE, LOST, STOLEN DAMAGED OR DESTROYED PROPERTY		COL-33-04	08-16-2004
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
1. STATUS OF PROPERTY (Check only one-report each one type separately)		2. REPORTING ACTIVITY (Show agency, unit and address)	
<input checked="" type="checkbox"/> Unserviceable <input type="checkbox"/> Obsolete <input type="checkbox"/> Damaged <input type="checkbox"/> Lost or Stolen <input checked="" type="checkbox"/> Cannibalized for parts <input type="checkbox"/> Destroyed <input type="checkbox"/> Others		USDA-ARS-MWA-Plant Genetics Research Unit 205 Curtis Hall-UMC Columbia, MO 65211	
3. PROPERTY ITEMS (See attachment for additional entries)			
QUANTITY (Or property no.)	ITEM DESCRIPTION AND OTHER DETAILS, INCLUDING SERIAL NUMBERS AND ACQUISITION DATE (Give present condition and estimated cost of repair)	ACQUISITION COST	EXPLANATION/DISPOSAL INSTRUCTIONS (If lost, stolen, or destroyed, give detail. Was this reported to proper authorities?)
A AG0002404587	B Eppendorf Centrifuge, S/N 5415 28201, unable to repair, unserviceable, unusable.	C	D Parts cannibalized. Request permission to scrap.
DISPOSAL INSTRUCTIONS Save all useable parts for future repairs on similar government equipment and scrap remaining material. Complete Block IV on Form AD-112 and return the original copy to the Administrative Office.			
4. NAME IN PRINT AND SIGNATURE OF CUSTODIAN		DATE	5. NAME IN PRINT AND SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER
			 J. Perry Gustafson
SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY			
1. After due consideration of all known facts and circumstances in this case, it is determined that:			
<input type="checkbox"/> a. The loss, theft, damage or destruction did not result from employee negligence and any involved employees are hereby relieved of liability. <input type="checkbox"/> b. There appears to be gross negligence involved; therefore, the case returned to agency officials for appropriate action under the Debt Collection Act. <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is returned to agency personnel officials for consideration of disciplinary action.			
2. NAME IN PRINT AND SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
SECTION III - AUTHORIZATION FOR CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION OF UNSERVICEABLE PROPERTY			
1. Unserviceable property listed above is hereby authorized for cannibalization, abandonment, or destruction in accordance with FPMR 101-45.9 based on any of the following determinations as further explained in section I-3(D):			
<input type="checkbox"/> a. Property has no commercial value. <input type="checkbox"/> b. Health, safety, or security considerations require immediate abandonment or destruction. <input type="checkbox"/> c. Costs of care and handling exceed expected small lot sales proceeds. <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction. <input checked="" type="checkbox"/> e. Property is uneconomical to repair/not needed by another user and may be cannibalized for parts. (Cannibalization is a form of use and property management regulations shall apply. Remainder of property must be disposed of through usual procedures.)			
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER			3. DATE
			8-23-04
SECTION IV - CERTIFICATION FOR COMPLETION OF CANNIBALIZATION, ABANDONMENT, OR DESTRUCTION: I certify that cannibalization, abandonment, or destruction action for the items authorized under Section III was completed on this date in accordance with I-3(D).			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER			2. DATE
			21/09/04
3. SIGNATURE OF WITNESS			4. DATE
			7/21/2004
SECTION V - CERTIFICATIONS OF PROPERTY AND FISCAL OFFICERS			
1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER (The necessary entries have been made to adjust property records.)			2. DATE
3. SIGNATURE OF FISCAL OFFICER (The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s).)			4. DATE

Property Pass

The Property Pass, Optional Form 7, is to be used whenever property is removed from the building. It is to be properly filled out and signed by whoever is assigned and responsible for that property and handed to the guard when leaving the building. If there is not a guard, then the person who is responsible for the property signs and keeps the pass.

ANY EQUIPMENT LEAVING GOVERNMENT PREMISES NEEDS AN APPROVED OFF-SITE EQUIPMENT PASS

A reminder that all 'blanket pass' equipment off-site forms need to be done each calendar year. A 'blanket pass' is for government equipment that an employee has a need for on a regular basis.

The following procedures apply to a blanket pass:

1. Certify that all requests for removal of government property are needed and are used in connection with an approved ARS project or program and not for personal use.
2. A memo must be prepared from the borrower to the Administrative Officer through their supervisor, fundholder and accountable property officer. The memo should specify description of equipment, serial number, reason and location for use and also contain the following statement: "Borrowing of this property will not negatively impact the ARS program(s) at the facility."
3. The memo will be approved or disapproved by the Administrative Officer and a copy will be returned to the borrower thru the fundholder and a copy to the accountable officer.
4. The borrower should carry their approved pass when leaving the facility to provide evidence of approval for removal of the government property.

If the government property is for a specific purpose (short term), the 'Equipment Use Off Site' form (attached) needs to be completed.

(NOTE: These procedures apply to ALL equipment including cameras, tape recorders, PC's, Laptops, calculators, etc.).

EQUIPMENT USE OFF-SITE

NAME: _____ DATE: _____

DESCRIPTION OF EQUIPMENT: _____

SERIAL NUMBER: _____

DATE NEEDED: _____

DATE TO BE RETURNED: _____

REASON FOR USE:

WHERE WILL PROPERTY BE USED?:

SIGNATURES:

APPROVED DISAPPROVED

BORROWER: _____

IMMEDIATE SUPERVISOR: _____

ACCOUNTABLE OFFICER: _____

FUNDHOLDER: _____

BORROWING OF THIS PROPERTY WILL NOT NEGATIVELY IMPACT THE ARS
PROGRAM AT THE FACILITY.